

**CLASS SPECIFICATION**  
**Police Evidence Control Supervisor**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under direction, plans, schedules, and supervises the Police Bureau's property and evidence division; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Police Evidence Control Supervisors plan, schedule, coordinate and supervise the activities and personnel of the Police Bureau's Property and Evidence Division including handling of hazardous and contaminated evidence. Duties and responsibilities are carried out within a framework of regulations, policies, guidelines and procedures. Work and results are reviewed through inspection of records and reports.

The Police Evidence Control Supervisor is distinguished from Property and Evidence Control Manager by the latter's overall program management and full scope of supervision responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the division budget; supervises, participates in developing, recommends and implements, plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and

activities that promote workplace diversity and a positive employee relations environment.

4. Plans, organizes, trains, supervises and evaluates the work and activities of staff engaged in preparing, processing, maintaining and retrieving a high volume of police records, data and reports.
5. Participates in the development and implementation of policies, procedures and guidelines pertaining to the retention and dissemination of bureau records, data and reports.
6. Supervises intake, storage, release, disposal and related procedures of all evidence and property collected by the police bureau; ensures adherence to procedures.
7. Directs the issuance of checks for evidence monies; transports cash to bank; transfers cash to forfeiture unit as appropriate.
8. Plans, oversees and participates in the training of division staff in the bureau's policies, procedures and guidelines.
9. Represents the bureau on local, regional and statewide intra-agency activities involved in the operation and management of the Records Division's programs and activities.
10. Responds to and resolves complaints and questions regarding division activities and personnel received from bureau staff, other agencies, attorneys and the public.
11. Researches and develops complex databases to support division and bureau programs, activities and decision-making processes.
12. Develops and maintains a variety of files, records and reports pertaining to division activities.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Advanced principles, methods, procedures and practices pertaining to preservation, storage, transfer and disposition of property and evidence.
2. Principles of inventory and warehousing including computerized warehousing information systems.
3. Proper handling of chemical and biological hazards and firearms.
4. Information and trends in the field of police evidence and property control management.

5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Principles and practices of budget preparation and administration.
7. Modern office management practices and techniques.
8. Select, motivate and evaluate staff and provide for their training and development.
9. Principles and practices of sound business communications.

**Ability to:**

1. Plan, schedule, coordinate and supervise the activities and staff of a large, complex police property control function.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
4. Understand, interpret, apply and explain relevant city, state and federal laws, regulations and policies.
5. Prepare clear, concise and comprehensive reports and other written materials.
6. Exercise sound expert, independent judgment within general policy guidelines.
7. Operate a personal computer and standard business software, including Access and Excel.
8. Present information clearly, logically and persuasively.
9. Communicate effectively both orally and in writing.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective relationships with bureau staff, members of other governmental agencies, community and business organizations, employees, attorneys, the public and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent; and three years of progressively responsible experience in police property and evidence control including one year of lead or supervisory experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

Valid driver's license with Class "C" endorsement; forklift license required upon hire. LEADS Certification is required within 3 months of hire.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 09-01-07

June 2009 - Change Job Class number from 7928 to 30000837, due to system change.